

~~SECRET~~

30-61

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

MANAGEMENT STAFF



~~SECRET~~

RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160026-8

SCHEDULE NO.

5.1 - 61

OFFICE, DIVISION, BRANCH

RAS
Management Staff, Records Management Staff,
Agency Archives and Records Center

SIGN

TITLE

4-24-61

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	CENTER SUBJECT FILE Consists of memorandums, reports and other documents pertaining to administration and operation of the Center. This file is used in the daily operation. Filed according to the Agency Subject Numeric File Manual. (1960)-1966	4 3	Temporary. Destroy after three years. Cut off at the end of each calendar year and retire to Records Center shelves for temporary storage.
2	REGULATORY ISSUANCE FILE Consists of Agency Headquarters Regulations, Notices, and Handbooks maintained for reference purposes. Current	2	Temporary. Retain in current files. (Destroy individual issuances when obsolete or replaced by current issuances.)
3	REFERENCE LIBRARY This is a collection of unclassified publications consisting of magazines, bulletins, and other publications about Records Center and Archival Operation. These are used by Center personnel for reference and training purposes. Current.	5 24	Temporary. Destroy when obsolete or no longer needed.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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4	RECORDS STATISTICAL FILE Consists of statistical forms used in Accessioning and Disposal functions. These files show space available in Records Center and space used by various offices of the Agency. Filed by office. 1948-1960. 1966	1.2	0 Permanent. Disposal not authorized. Retain in current files indefinitely. <i>When folder is full, remove old files for several years and return to the Archives series.</i>
5	SPACE LOCATOR FILE Consists of a 1 1/2 x 3 card stamped with a number to reflect each shelf space within the Center. This file is used to show, by means of colored signal tabs, which spaces are vacant on the shelves. Filed in numerical order in a tub file.	3	Permanent. Retain in current files area indefinitely.
6	RECORDS CONTROL SCHEDULE FILE Consists of copies of the Records Control Schedule prepared by Management Staff. This file is used in checking and verifying the groups of records accessioned and destroyed by the Center. Filed organizationally.	1.5 2	0 Temporary. Retire to the open shelves area when a revised schedule is received. Destroy when Management Staff retires the Record Set. <i>Held in current files and when superseded.</i>
7	DISPOSAL TICKLER FILE Consists of copies of Form 140, Records Retirement Request, used for the systematic and orderly disposal of temporary records and for statistical purposes on permanent records. Filed chronologically by year of scheduled destruction. (1948-1960) 1966 a. Temporary Record	1.5 2	* <i>When temporary records are destroyed or transferred full Form 140, etc. and place in Organizational Background file.</i> Temporary. Destroy when records concerned are destroyed.

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	b. Permanent Records		Permanent. Retain in current files indefinitely.
8	DISPOSAL JOB FILE Consists of copies of Record Retirement Requests (Form 140), Shelf Lists (Form 140-A), Notification of Disposal Action (Form 141), and related memos. <i>This file has the official signed copies and is used for the verification of the disposal of records. Filed numerically by disposal job number. (1948-1960) 1965</i>	1-5 9.1	Permanent. Cut off at end of each fiscal year and retire to Records Center shelves two years thereafter. <i>When folder is considered full retire to Records Center.</i>
9	RECORDS GROUP FILE Consists of Records Retirement Requests (Form 140), Shelf Lists (Form 140-A), and Notification of Disposition Action (Form 141). Used by the Center personnel as a reference aid and a proof of action media. Filed by organization. <i>* Retire to Records Center * Units of records *** and forward to Records Center</i>	7 10	Permanent. Retain in files area indefinitely. When job is destroyed or transferred, insert Form 141, destroy Form 140, and incorporate Form 140-A with the Disposal Job File. <i>X Retire to Records Center and include in the proper RMC.</i>
10	RECORDS LOCATOR FILE Consists of the originals of Records Retirement Request (Form 140) filed in Kardex cabinets. This file is used to show retention period, classification, monthly activity, restrictions, and location of records. Filed numerically by job number. (1948-1960) 1965	1 145	Permanent. When the group of records under a particular job number are destroyed, pull Form 140 and incorporate with Disposal Job File. <i>* CC to be filed ** 4/2/66</i>
11	SUSPENSE FILES Consists of request forms for Records Center service on permanent records, top secret records, and records being furnished to offices other than the originating office. This file is used as a control on records sent out that	3	Temporary. When document is returned, the request form is removed and interfiled in the completed request file.

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	must be returned to Records Center. Filed by month, then alphabetically by name of requester. Current.		
12	FINISHED INTELLIGENCE LOCATOR FILE Consists of 5 x 8 cards, Form 325, that are used to locate records. This file indicates the office a report is received from or sent to, the number of copies in stock, and the space location on the shelf. (1948-1960) 1966	11	Temporary. Destroy three years after discontinuance of item. Place in inactive file when a revised report is received or when report becomes obsolete and destroy
13	COMPLETED REQUEST FILE Consists of copies of Form 490, Records Center Service Request, that have been serviced. These copies indicate the document furnished, person requesting, date sent, courier receipt number, and is used in lieu of an outgoing mail log. Filed chronologically by month and then job number. (1952-1960) 1966	5-5 13	Temporary. Destroy after two years. Cut off at the end of each calendar year and retire to Records Center shelves for temporary storage.
14	COURIER RECEIPT FILE These are copies of receipts signed by courier upon pickup of classified material. Filed chronologically. (1958-1960) 1966	1	Temporary. Destroy after three months.
15	CLASSIFIED DOCUMENT RECEIPT FILE These are signed copies of classified document receipts. These receipts are no longer issued or retained by Records Center. Filed chronologically. (1948-1957)	4	Temporary. Destroy after two years. This file is inactive and is eligible for destruction.

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16	VITAL MATERIALS DEPOSIT SCHEDULE FILE Consists of copies of the Vital Material Deposit Schedules prepared by the Vital Materials Officers. This file is used by Records Center personnel to check, verify and control Vital Materials deposited in the Center. Filed by organization.	6	Permanent. Retire to inactive file when superseded. The inactive file will be placed on open shelves. (To be evaluated at later date).
17	VITAL MATERIALS DEPOSIT SLIP FILE Consists of Form 620 (Blue Copy) which is retained by the Records Center to verify deposits, it is also used as a reference and finding media. Filed by organization code number.	12 9	Temporary. Retire to inactive file on open shelf files when last item on slip has been destroyed or withdrawn. Destroy one year after.
18	Organizational Records Disposition File Consists of the Records Retirement Request (Form 140) which has been removed from the Records Group File and executed to show the destruction or permanent transfer of the Records. Filed by organization and numerically.	1.5	Permanent. Retain in current files area indefinitely.
19	ARCHIVES GROUP FILE <i>Consists of Records Retirement Requests (Form 140) Records Shelf List (Form 140A) and various listings of the material place in the Agency Archives. Filed by Organization.</i>	1.2	Permanent. Retain in current files area indefinitely.

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Management Staff abolished as of June 1, 1961.

Suggestion Awards Staff transferred to Office of Personnel

Records Management Staff transferred to Office of DD/S

ADP Advisory Group and ADP Feasibility & Programming Staff

transferred to Automatic Data Processing Staff

ADP Div transferred to DD/ST - Sep 1963

Records Center transferred to O/Commo July 1963

SECRET

17 February 1961

MANAGEMENT STAFF

<u>OFFICE</u>	<u>CU. FT.</u>	<u>PERMANENT</u>	<u>TEMPORARY</u>	<u>REFERENCE</u>	<u>%</u>
Chief	16.5	4.3	6.2	6.	6
DD/P (Area)	32.3	1.6	18.7	12.	11
DD/S-DD/I (Area)	38.	8.	24.	6.	12
Rec. Mgt. Chief	21.2	4.	8.2	9.	7
Records Disposition	40.6	1.3	20.3	19.	13
Forms	56.8	20.	16.3	20.5	18
Suggestion Awards	36.4	7.6	15.8	13.	12
ADP Feasibility & Programming	18.1	-- --	6.1	12.	6
Training Officer	2.		2.		
ADP Advisory Group	<u>44.</u>	<u>2.</u>	<u>42.</u>	<u>----</u>	<u>15</u>
	305.9	48.8	159.6	97.5	100%
Records Center	* <u>306.</u>	<u>49.</u>	<u>160.</u>	<u>97.</u>	
	<u>69.</u>	<u>29.</u> 78.	<u>40.</u>		
	375.	EQUIPMENT	200.	97.	

<u>OFFICE</u>	<u>4-D Safe</u>	<u>2-D Safe</u>	<u>Vault</u>	<u>Cabinet</u>	<u>Book Case</u>
Chief	2	2			1 2 sec.
DD/P	2	1			1 4 sec.
DD/S-DD/I	4	1		1-5D	1 2 "
Rec. Mgt. Chief	1		1	1-5D	1 3 "
Records Disposition	2			2-5D	1 3 "
Forms	4	1		1-5D	1 3 "
Suggestion Awards	5				1 3 "
ADP Feas. & Program.	1				2 3 "
ADP Advisory Group	<u>6</u>	<u>-----</u>	<u>-----</u>	<u>2-5D</u>	<u>1 3 "</u>
	27	5	1	7	10
Surplus		<u>1</u>			
		6			

SECRET

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Schedule 30-56

1	
2	Delete now #8 & 16
3	Delete
4	Delete now #11
5	Delete
6	Delete
7	Now #2
8	Now #3
9	Delete
10	Now #5
11	Delete
12	Delete
13	Delete
14	Delete
15	Delete
16	Delete
17	Now #22
18	Delete
19	Now #24
20	Now #25
21	Now #26
22	Now #31
23	Now #30
24	Delete
25	Delete
26	Delete
27	Now #34
28	Delete
29	Delete
30	Now #35
31	Now #36
32	Now #37
33	Now #38
34	Now #39
35	Now #43
36	Delete
37	Now #44
38	Delete
39	Delete
40	Now #45
41	Now #46
42	Now #47
43	Delete
44	Now #48
45	Now #49

Schedule 30-61

1	
2	Was #7
3	Was #8
4	New
5	Was #10
6	New
7	New
8	Was #2
9	Was #62
10	Was #3
11	Was #4
12	New
13	New
14	New
15	New
16	Was #2
17	New
18	New
19	New
20	New
21	New
22	Was #17
23	New
24	Was #19
25	Was #20
26	Was #21
27	New
28	New
29	New
30	Was #23
31	Was #22
32	New
33	New
34	Was #27
35	Was #30
36	Was #31
37	Was #32
38	Was #33
39	Was #34
40	New
41	New
42	New
43	Was #35
44	Was #37
45	Was #40

SECRET

SECRET

Schedule 30-56

46 Now #55
 47 Now #56
 48 Delete
 49 Now #58
 50 Now #59
 51 Now #61
 62 Now #9

Schedule 30-61

46 Was #41
 47 Was #42
 48 Was #44
 49 Was #45
 50 New
 51 New
 52 New
 53 New
 54 New
 55 Was #46
 56 Was #47
 57 New
 58 Was #49
 59 Was #50
 60 New
 61 Was #51
 62 New
 63 New

SECRET

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SECRET

SCHEDULE NO. 30-61

OFFICE, DIVISION, BRANCH

Management Staff, Office of the Chief

SIGNATURE

ENCE

25X

TITLE

DATE

Admin Unit

Feb 24/61

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	STAFF SUBJECT FILE Correspondence, reports and other papers which document the activities of the Chief, Management Staff. This file is used in administering the Agency Management Program of developing and recommending plans, programs, policies and procedures to improve management efficiency throughout the Agency. Filed alphabetically by subject. (1958-1961)	4.	Permanent. Disposal not authorized. (Cut off every other year; transfer to Records Center 1 year thereafter)
2	ACTIVITY REPORTS FILE Weekly reports submitted from subordinate Staffs for informational purposes and summary reports prepared by the Chief, Management Staff. These reports contain information on current assignments of personnel, regulations submitted for authentication, processing of employee suggestions, current status of records surveys, etc. Filed chronologically. (1960)	.3	Permanent. Disposal not authorized. (Cut off at end of every other year; transfer to Records Center 1 year thereafter.)
3	CLASSIFIED MAIL LOG Record of the receipt and dispatch of material classified secret and below maintained primarily for security reasons. Filed chronologically. (1959-1960)	.2	Temporary. Destroy when 1 year old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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4	<p>EMPLOYEE RECORD CARD FILE</p> <p>OF4b, Employee Record Card, prepared on each employee of the Staff and used for informational purposes such as EOD date, personnel actions, assignments and other information necessary for the supervision of personnel activities of the Staff. Filed alphabetically by surnames. (Current)</p>	2.	Temporary. Destroy upon separation of employee or forward to gaining component upon transfer within the Agency.
5	<p>BUDGET AND ALLOTMENT FILE</p> <p>Copies of budget estimates, allotment ledgers, monthly financial reporting statements, authorizations and expenditures. Used in forecasting and planning the activities for the Management Staff. Filed by Fiscal Year.</p>	2.	Temporary. Destroy after 3 years. (Cut off at end of each fiscal year and transfer to Records Center 2 years thereafter.)
6	<p>REGULATORY ISSUANCE FILE</p> <p>Published Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.</p>	2.	Temporary. Retain in current files area. (Destroy individual issuances only when obsolete or when replaced by current issuance.)
7	<p>REFERENCE MATERIAL</p> <p>Published material such as guides, manuals, brochures, etc., maintained for reference purposes.</p>	6.	Temporary. Destroy when no longer needed for reference purposes.
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RECORDS CONTROL SCHEDULE 5
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SECRET

SCHEDULE NO. 30-61

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25

Management Analysis Staff (DD/P Area)

TITLE

DATE

AC/MAS(DOP)

27 FEB 1961

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
8	<p>MANAGEMENT SURVEY REPORTS FILE</p> <p>Case files containing the official record copies of Management Improvement Survey Reports. These files also contain exhibits, graphic presentations, documenting project inception, scope, procedure and accomplishments. Arranged organizationally and alphabetically by survey title thereunder.</p> <p>(1959-1960)</p>	1.6	Permanent. Disposal not authorized. (Place in completed survey reports file upon completion or discontinuance of project; cut off at end of each year and transfer to Records Center 1 year thereafter.)
9	<p>ADMINISTRATION OR HOUSEKEEPING FILES</p> <p>These files are maintained to reflect the administrative activities of the Staff. File consists of correspondence re: Weekly Reports, Personnel, reports, training, supplies, etc. Arranged by subjects according to the Agency Manual.</p> <p>(1959-1961)</p>	2.4	Temporary. Destroy after 3 years. (Cut off at end of each calendar year; retain in current files area for 1 year and transfer to Records Center.)
10	<p>TABLES OF ORGANIZATION REVIEW AND COORDINATION FILES</p> <p>Retained copies of the Staff's comments, recommendations, and approvals or disapprovals of requests for changes in Tables of Organization. These requests are received by the Staff for review and coordination after which they are forwarded to the Office of Personnel. Record copies of the request, concurrences, justifications, comments, and Form 261, T/O Change Authorization, are maintained by the Office of Personnel. Arranged organizationally and chronologically thereunder.</p>	.1	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	<p>TABLE OF ORGANIZATION FILE</p> <p>Copies of the Agency T/O rosters of approved Agency positions. This T/O is used for reference to official position titles, position number, unit strength, etc. Authorized changes to the T/O are noted on this copy for use in verifying the revised T/O. Record copies are maintained by the Office of Personnel. Arranged organizationally and by position thereunder.</p> <p>(Current)</p>	1.	Temporary. Destroy when superseded quarterly.
12	<p>REGULATORY ISSUANCE FILE</p> <p>Published Agency Regulations, Notices, Handbooks; also, [] Maintained for reference purposes.</p>	2.	Temporary. Retain in current files area. (Destroy individual issuances only when obsolete or when replaced by current issuance.)
13	<p>STAFF WORKING FILES</p> <p>Working files maintained by individual analysts containing studies, analyses, notes, rough drafts, interim reports, manuscripts, and related papers used for reference and background information. These files are created in the course of organizational planning, development and simplification of procedures, and similar management projects. Arrangement varies with each file.</p> <p>(1959 - 1960)</p> <p>a. Completed project material</p> <p>b. Incomplete or discontinued project material.</p>	13.	<p>Temporary. Destroy 2 years after final action on project.</p> <p>Temporary. Destroy 3 years after last action taken.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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14	MAIL CONTROL FILE Form 240, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to the addressee. Also serves as classified mail log.	.1	Temporary. Destroy when 1 year old.
15	LIBRARY MATERIAL Bound library books, dictionaries, guides, manuals on Management procedures, etc., maintained for reference purposes.	12.	Temporary. Return to Library when no longer needed. Destroy magazines.

RECEIVED 6 JAN 2005 11/21 : CIA-RDP78-00487A000100160026-8

SCHEDULE NO. 30-61

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

MANAGEMENT ANALYSIS STAFF (DD/S and DD/I Areas)

2/27/61 25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
16	MANAGEMENT SURVEY REPORTS FILE Consists of case files containing the official record copies of Management Survey Reports. These files also contain exhibits, graphic presentations, recommendations, and supporting papers documenting project inception, scope, procedure and accomplishments. Arranged organizationally and numerically by survey number and title. (1957-1961)	8.	Permanent. Disposal not authorized. (Place in completed survey reports file upon completion or discontinuance of project; cut off at end of each year and transfer to Records Center 1 year thereafter.)
17	ADMINISTRATION OR HOUSEKEEPING FILES These files are maintained to reflect the administrative activities of the Staff. File consists of correspondence re: Personnel, reports, training, weekly reports, supplies, etc. Arranged by subjects according to the Agency Manual. (1959-1961)	2.	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to Records Center.
18	STAFFING COMPLEMENTS (T/O) BOOK Listing of all positions and incumbents of DD/S and DD/I components. Furnished quarterly by Office of Personnel. Arranged organizationally. (Current)	1.	Temporary. Destroy when superseded.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19	<p>STAFF WORKING FILES</p> <p>Working files maintained by individual analysts containing studies, analyses, notes, rough drafts, interim reports, manuscripts and related papers used for reference and background information. These files are created in the course of organizational planning, development and simplification of procedures, and similar management analysis activity. Arrangement varies. (1957-1961)</p> <p>a. Analyst files on completed assignments.</p> <p>b. Analyst files on incomplete or discontinued project material.</p>	20.	<p>Temporary. Destroy 1 year after final action on project.</p> <p>Temporary. Destroy 3 years after last action taken. (Upon discontinuance of project place one copy of each pamphlet, report, graphic presentation, last manuscript report, together with supporting papers documenting project inception; scope and procedures in the "Management Survey Reports File" (Item 16) and destroy all other material 3 years thereafter.)</p>
20	<p>REGULATORY ISSUANCE FILE</p> <p>Consists of published Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes. (Current)</p>	1.	<p>Temporary. Retain in current files area. (Destroy individual issuances only when obsolete or when replaced by current issuance.)</p>
21	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, guides, manuals on Management procedures, etc., maintained for reference purposes.</p>	6.	<p>Temporary. Return to Library when no longer needed; destroy obsolete magazines.</p>

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30-61

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

DATE

Management Staff, Suggestion Awards Staff

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

SUGGESTION AWARDS STAFF
transferred to the Office of Personnel
June 1, 1961. Records Control Schedule (Items 42-50)
forwarded to ARO July 6, 1961.

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 30-61 for the
Management Staff is approved and authority
hereby given to implement the disposition
instructions contained therein.

Preparation

X1

[Redacted Signature Box]

23 Feb. 1961
Date

Approved

[Redacted Signature Box]

Chief, Records Management Staff

23 February 1961
Date

25X

RECORDS CONTROLS SCHEDULE NO. 30-61
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OFFICE, DIVISION, BRANCH

Management Staff, Records Management Staff, Office of the Chief

SCHEDULE NO.

30-61

SIGNATURE

DATE

Chief Records Mgmt Staff 2/23/61

ITEM NO.

FILES IDENTIFICATION
 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

22

STAFF ADMINISTRATIVE FILE

This file documents the activities performed by the Records Management Staff and consists of correspondence, surveys, studies, and reports pertaining to Records Disposition, forms management, reports and correspondence, and similar records management activities. Filed in accordance with the Agency File Manual.
 (1958 - 1960)

4.0

Permanent. Disposal not authorized. (Cut off at end of each calendar year; transfer to Records Center 1 year thereafter.)

23

ADMINISTRATIVE OR HOUSEKEEPING FILES

These files are maintained to reflect the administrative activities of the Staff. File consists of correspondence re: Weekly Reports, Personnel, reports, training, supplies, etc. Arranged by subjects according to the Agency Manual.
 (1958 - 1960)

2.0

Temporary. Destroy after 3 years. (Cut off at end of each calendar year; retain in current files area for 1 year and transfer to Records Center.)

24

EMPLOYEE RECORD CARD FILE

OF4b, Employee Record Card, prepared on each employee of the Staff and used for informational purposes such as EOD date, personnel actions, assignments and other information necessary for the supervision of personnel activities of the Staff. Filed alphabetically by surname.
 (Current)

.1

Temporary. Destroy upon separation of employee or forward to gaining component upon transfer within the Agency.

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SCHEDULE NO. 30.61

OFFICE, DIVISION, BRANCH

Management Staff, Records Management Staff, Office of the Chief, Records Mgt. Staff

Chief, Records Mgt. Staff

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
22.1	<p>STAFF CASE FILE</p> <p>Consists of survey reports and special studies prepared by Staff members during the course of records management projects in the various Agency components. Included are correspondence and other supporting papers documenting project inception, scope and accomplishments. Arranged by name of organization and subject.</p> <p>(1958-1962)</p>	2.0	<p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25	<p>COURIER CLASSIFIED MAIL RECEIPT</p> <p>Form 240, Courier's Receipt and Log Record, which was signed by the Courier at the time the material was picked up for delivery to addressee. Also serves as classified mail log. Filed chronologically.</p> <p>(1959 - 1960)</p>	.1	Temporary. Destroy when 1 year old.
26	<p>REGULATORY ISSUANCE FILE</p> <p>Published Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.</p>	2.	Temporary. Retain in current files area. (Destroy individual issuance only when obsolete or when replaced by current issuance.)
27	<p>LIBRARY MATERIAL</p> <p>Bound library books, guides, manuals on Records Management procedures, etc., maintained for reference purposes.</p>	9.	Temporary. Return to Library when no longer needed.
28	<p>BRIEFING MATERIAL</p> <p>File consists of charts, drawings, plastic overlays used by members of the Staff for briefing agency officials and personnel in various aspects of records management.</p>	2.	Temporary. Destroy after 3 years. (Retain current active material in the Staff vault. Material inactive 1 year should be retired to Records Center -- destroy after 2 years after contacting Chief, RMS and staff training officer.)
29	<p>REPORTS AND CORRESPONDENCE FILES</p> <p>Studies, correspondence, samples of report and correspondence activities.</p>	2.	Temporary. Destroy after 3 years. (Retain current active material in the Staff vault. Material inactive 1 year should be retired to Records Center -- destroy after 2 years after contacting Chief, RMS and staff training officer.)

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RECORDS CONTROL SCHEDULE 5/11/21 : CIO-78-00487A000100160026-8

SCHEDULE NO. 30.61

OFFICE, DIVISION, BRANCH

Management Staff, Records Management Staff, Records Disposition

Chief Records Mgmt Staff 2/23/4

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION/INSTRUCTIONS
30	<p>RECORDS CONTROL SCHEDULE FILES</p> <p>Consists of the Official copies of Records Control Schedules, and where applicable, authority to dispose of records obtained from the National Archives and Congress.</p> <p>a. Records Control Schedule. These schedules were prepared by or approved by the Branch to effect disposition of all records of individual offices. Schedules contain detailed information on record type, use, content and volume. Arranged organizationally. (Current)</p> <p>b. SF 115, Request for Authority to Dispose of Records. These forms contain evidence of legal disposal authorizations received from the National Archives and Congress for those records not covered by General Schedules. (Current)</p>	<p>1.3</p> <p>.3</p>	<p>Permanent. Disposal not authorized. Retain in current files area until superseded, then transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>
31	<p>BRANCH WORKING FILE</p> <p>Consists of copies of memos, reports, statistical information, surveys, and similar background material pertinent to records disposition, maintained and used in day to day operations and for convenience of reference.</p>	<p>1.</p>	<p>Temporary. Screen annually and destroy material no longer of current interest.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
32	<p>FILING WORK-SHOP</p> <p>File contains exhibits, hand-out material, guides, graphics and supplies to conduct work-shop. It is held in cooperation with Office of Training. Filed by subject.</p> <p>(Current)</p>	7.	Temporary. Transfer to Records Center upon completion of work-shop, to be recalled for future work-shops.
33	<p>STAFF WORKING FILES</p> <p>Working files maintained by individual analysts containing analyses, notes, rough drafts, related papers used for reference and background information in the preparation of schedules, training program, shelf-filing. Arrangement varies with each file.</p> <p>(Current)</p>	11.	Temporary. Screen annually and destroy material no longer of current interest.
34	<p>VITAL MATERIALS DEPOSIT SCHEDULES</p> <p>This file consists of schedules identifying vital materials to be deposited, frequency of deposits, and disposition instructions. Filed by office.</p> <p>(Current)</p>	1.	Temporary. Destroy when superseded.
35	<p>REFERENCE PUBLICATION FILE</p> <p>This reference file only, containing Agency reference material relating to phases of filing equipment, shelving, correspondence, management, records management.</p>	19.	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE 5
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SCHEDULE NO. 30-61

OFFICE, DIVISION, BRANCH

Management Staff, Records Management Staff, Forms Management Branch

Chief, Forms Management Br.

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
36	BRANCH WORKING FILES This file consists of memos, reports, forms, and working papers relating to the forms management activities and the activities of the Branch Chief's participation in the USIB Committee on Documentation. Essential material may be duplicated in Item 23. Arranged alphabetically by subject. (1953 - 1961)	3.3	Temporary. Screen annually and destroy superseded obsolete material.
37	REFERENCE PUBLICATIONS FILE This file consists of Agency reference material, published material of various government agencies, commercial publications, manufacturers' brochures, material samples of paper, carbon, etc., all maintained for reference purposes.	20.5	Temporary. Destroy when no longer needed for reference purposes.
38	FORMS FILE This file contains the official forms used by the Agency consisting of initial request and justification, revisions, reprints, specifications, correspondence, reference to issuance and copy of form. Filed numerically by number of form.	20.	Permanent. Disposal not authorized. (Place in inactive file when form is superseded or becomes obsolete. Retire to Records Center upon accumulation of 1 cubic foot.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
39	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160026-8</p> <p>FORM RECORD AND INDEX CONTROL FILE</p> <p>This file consists of Form 2, "Form Record and Index Control", a 5x8 visible index card which serves as a perpetual inventory of each form used by the Agency, reflecting all pertinent data and the complete history of each form; also serves as a ready reference. Filed numerically by number of form.</p> <p>(1946 - 1961)</p>	1.	Permanent. Disposal not authorized. Flag when superseded or obsolete and retain in current files area indefinitely.
40	<p>FORM INDEXES FILE</p> <p>This consists of listings of all Agency and other Government forms in the following categories: numerically, alphabetically, functionally, office of primary interest, overseas, new, revisions and obsolete.</p>	1.	Temporary. Destroy listings when superseded.
41	<p>STAFF WORKING FILES</p> <p>Working files maintained by individual analysts containing notes, rough drafts, related papers used for reference and background information in the preparation of forms. Arrangements vary with each file.</p> <p>(Current)</p>	1.	Temporary. Screen annually and destroy material no longer of current interest.

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